

**WNYRIC Advisory Council Meeting
September 29, 2016 12:00 p.m. – 3:00 p.m.**

Erie 1 BOCES 355 Harlem Road, Room 2, West Seneca, NY

DL Sites: Erie 1 BOCES, 355 Harlem Road, West Seneca, Room A2, Erie 2 LoGuidice Room 1 9520 Fredonia Stockton Road, Fredonia, CA Olean DL Room, 1825 Windfall Road, Olean, ON DL Room at Tech Center, 4124 Saunders Settlement Road, Sanborn, GST BOCES, Hornell High School Telepresence Room 134 Seneca Road, Hornell

Attending at Erie 1 BOCES:

| | |
|--------------------|-------------------|
| Barb Mocarski | Brian Russ |
| Clark Godshall | Daniel Grant |
| Danielle O'Connor | David O'Rourke |
| Don Skotnicki | Eric Lawton |
| Greg Woytila | Jan Mathis |
| Jean Rexford | Jim Fregelette |
| Karen Cuddy-Miller | Kyle Lyon |
| Lynda Quick | Lynn Fusco |
| Maria Sommerfeldt | Maureen Taylor |
| Michael Cornell | Mike Watson |
| Patricia Hartigan | Patricia Hochadel |
| Rosanne Huffcut | Scott Taylor |
| Will Westoven | |

Attending via DL Sites:

| | |
|-----------------------------|-----------------|
| Bob Spino | Jeremy Palotti |
| Kirsten Calkins | Margaret Munson |
| Maureen Donahue | Michael Graf |
| Michelle Okal-Frink (phone) | Mike Pavlock |
| Tim Clarke | Rich Calkins |
| Tim Cox | Tim Mains |

Absent :

| | |
|-----------------------------|----------------|
| Chris Smith | James Frame |
| Jason Smith | Jeffery Hazel |
| Jennifer Lilly | Joe Steinmetz |
| Mary Beth Genovese-Scullion | Patrick Flaitz |
| Pon Sminiski | |

Administrative Items:

- *Call to order*
 - Advisory Council meeting was called to order at 12:55 p.m. by Greg Woytila
 - Introduction of new members:
 - Michael Cornell – Superintendent, Hamburg CSD
 - Scott Taylor – Superintendent, North Collins CSD
 - Daniel Grant – Business Official, Royalton Hartland CSD
 - Jeremy Palotti – Superintendent, Canisteo-Greenwood CSD
 - Kirsten Calkins – Tech Coordinator, Alfred Almond CSD

- *Greg Woytila- Roll call*
 - Introductions were made by region.
 - Membership updates: None were made
- *Minutes of May 27 2016*, Greg asked if there were any questions/corrections regarding the minutes of May 27th and there were none. Margaret Munson made the motion to accept the meeting minutes; Maureen Donahue seconded the motion. The minutes were unanimously accepted.
(25-yes/0-no/0 abstain).
- *Approval of September 29, 2016 agenda*
Greg asked if there were any questions/corrections/additions regarding the agenda for September 29, 2016 and there were none. Karen Cuddy-Miller made the motion to accept the agenda seconded by Dr. Lynn Fusco. The agenda was unanimously accepted (25 yes/0 no/0 abstain).

Broadband and Effectiveness of Network— Kyle Lyon

- *Update – Broadband Steering Committee*
- The second meeting of this committee was held on September 21, added two new members from each BOCES region to join the committee. Open to adding more members if necessary.
- An updated traffic report was generated from Solarwinds which displayed broadband utilization for the last three weeks. **ACTION:** Dr. Godshall requested this report for all his districts.
- The decision was made to block the Apple update. Research regarding potential high traffic events and better communication if a decision is made to restrict traffic was discussed.
- Time Warner and Charter merger is moving forward and we will continue to follow this merger moving forward. No changes or impact in service due to the merger.
- The NYS Broadband Program initiative has been awarding funding to various private and non-profit company's in unserved and underserved NYS areas. They have funded Phase I and are in the process of funding Phase II.
- Erate has added the ability to "self-provision" fiber. This means for the first time, Erate is giving the entity receiving funding the ability to own fiber. We will continue to research this funding source.
 - ❖ Public Library updates
 - Erie & Chautauqua Counties
 - Still in discussion with the libraries. Have two on board and there are doing well.
 - O/N County
 - Have meetings setup with Niagara Wheatfield and North Tonawanda's directors they requested pricing and estimate assisting them with connections to local schools. Kyle is in the process of gathering estimates and looking into the possibilities.

Smart Schools Bond Act updates—Michelle Okal-Frink

- ❖ Approval & Status – update
 - Weekly WNYSmartSchools.com has the current information
 - 118 approved plans. 266 applications have been received
 - Review board usually meet 4xs a year, they have met 3 times so far this year
 - SED has 2 people that are looking over the applications
 - There are 4 buckets in projects so far—Classroom Connectivity, Classroom Technology, Hi Tech Security, and Pre-K classroom
- ❖ Reimbursement process – update

- Districts who were approved have not received their reimbursement as there is approved reimbursement process in place as of this date.
- 3-5 districts were put into system as a test districts. If this works well, it will then be opened to the field. Hoping sometime in October, but they can't promise. Everything will go via the Portal. No invoices need to be uploaded, but these need to be kept at the district for auditing purposes
- ❖ Allowable expenses – update
 - Maintenance and certain types of software...if a district purchases for example Chromebooks, they need to have managed software this will be allowable as this is needed for the Chromebook to work.
 - Clarification of the expectation is 90 days for reimbursement from the date of the approval not submission

Education Law 2d—Michelle Okal-Frink

- SED hired Temitope Akinyemi as the Chief Privacy Office who started September 22nd
- Google and Microsoft continue to say that they are compliant based on their security and privacy policies posted on their websites

Technology Survey Tool—Michelle Okal-Frink

- All of our districts have been approved in all of our regions.
- The portal closed September 1st

CBT – Michelle Okal-Frink

- NYSAA – very important that students are loaded into Data Warehouse, as SED will do a one-time load after November 12th. WNYRIC deadline is November 9th to have those students loaded.
- January 11th is a tentative date for operational and field testing training. More info will follow after details are released.
- Friday morning meetings have resumed – Michelle will send out updates
- More information will be coming out from SED for scoring and ordering
 - Schools can choose to participate in operational and/or field testing. For operational testing, schools can choose to participate by grade level, and by subject in each grade.

New Business:

- QZAB – Michelle Okal-Frink
- No update at this time

793 Plan highlights—Rosanne Huffcut highlighted the following:

- 1.1 Committees have been established and are currently meeting quarterly. Our current focus is to analyze past and present bandwidth usage and determine future bandwidth needs, gather information on Broadband funding sources at the federal and state level, research current and emerging broadband technologies.
- 1.2 In the process of updating the Disaster Recovery Plan. Finalized contract for a co-location data center that ensures a viable option for DR/BC initiatives.
- 2.1 New RFPs will be released in last Fall 2016. The following RFPs were awarded and contracts are being solidified: Newsela, Choices 360, Aleks Math, Learning Ally, Code Monkey, Big Brainz, Lab Disc, Maker's Empire, Little Bits, Lego Education, Tiggly.
- 4.5 We continue to on-board Office 365 and Google. There have been an additional six (6) Office 365 and five (5) Google districts added since the last update
- 5.4 districts currently participating in the Data Integration service. The base service includes integration of eSchool Data or PowerSchool data with commonly used Special Education, Cafeteria, Library,

Transportation, Health, Notification and Assessment systems. A growing list of other system integrations are available at additional cost. Research on new data integration methods and improvements is ongoing. The eSchoolData team is increasing the frequency of automated data loads for school districts and charter schools to a nightly basis. Extracts for the supported BOCES are being automated to load to Level 0 on a weekly basis.

- 5.5 Data Warehouse is developing systems to allow local, building-level access to data reports. Initial testing is underway with several districts. This can lead to teacher-level access although issues of licensing, access control, and capacity are still under review. Limited teacher access can be provided through the GURUBoard service referred to in section 7.4 Enhanced reporting to districts by including a new interactive scatter plot report in the WNYRIC Data Warehouse. The report is based on the NYS publicly released School Report Card and 3-8 Assessment Score data sets. It shows NYS assessment information and graduation rates to allow districts to examine and compare their performance to other schools in the area and across the state.
- 5.7 Districts have been provided an online tool to identify people with access to the data warehouse reports. All districts have been asked to review and update access as needed. Additionally, audit reports are provided as necessary and access is controlled directly by data warehouse team to allow faster response to district access changes. Data Warehouse security is transitioning to a new data access model to provide districts the ability to limit administrative access to students directly served in an administrator's building as opposed to access to all students in the district. District-wide access can be limited to only those personnel who need to see the larger population's data.
- 6.1 Test Scoring team is in regular communication with NYSED and provides communications to and support for the procedures districts must follow to transition to CBT. Continued interaction with test scoring team is necessary to ensure student, course, and staff information is complete and accurate so district data is properly reported and results can be provided to districts and parents. The CBT listserv continues to send out updated information.
- 6.3 WNYRIC will offer to host one of the regional trainings offered from Questar this winter.
- 7.1 Migrated another 8 Finance Manager districts to the new version of nVision. PDP Premier development team has worked on having the features in place to track the CTLE credits according to the new regulations as well as the producing of a course Certificate of Completion. Raptor Visitor Management System is a new offering this year. There are 5 districts implemented on the system at this time.
- 7.3 The Email team fully supports Lotus Notes, MS Exchange, MS Exchange Online, and Gmail, including email archiving within Vault and Exchange Online Archiving. The Website services team has completed an RFP for websites, mobile, and notification systems. The contracts are currently in negotiation. The Website team will be supporting 2 website software vendors (Blackboard's SchoolWires as well as SchoolMessenger). The Website services team now supports Siteimprove – web software that provides website governance to school districts' websites. Districts can use this tool to improve the quality and usability of their website, and the tool does not require a particular website software package to function.
- 7.6 Both PowerSchool and eSchoolData teams provide guidance to districts regarding appropriate security measures in relation to data privacy and security. A new school year reminder was sent to the district application coordinator to review access rights for all end users. A letter is sent annually to districts using Finance Manager and WinCap to run the analysis report to review permissions and access, as well as, to review the detail of activity by users.

Questions on the 793 Plan:

Dr. Godshall questioned about WIFI and GPS tracking on buses would this be a RIC function. He also asked if there is a listing of any life termination of programs. From an application perspective yes we have tried to always give 3 years notice if we are dropping support, sometimes longer depending on the app and the number of districts. I'm surveying the teams now to see if any are on the horizon. If there is still a need,

we either transition to another product or keep support for longer time without adding new districts. What security service can he purchase a team to check out his security system on their computers before a comptroller audit. A security service is being developed – once details on defined – see information section below.

WIFI – this is concern for many school districts. Kyle has been involved in this conversation. There are a couple districts in the CA BOCES region testing wifi on school buses and one district is getting ready to trail a solution that has internet, Wifi and security camera's on them.

GPS tracking on school vehicles no information on this

End of life products – This is usually 3 years.

2016 – 2017 Statewide RIC Goals update – Rosanne Huffcut

- All WNYRIC district technology surveys were certified by the September 1st deadline. Approvals from SED have begun going out to superintendents.
- Smart Schools requirements continue to change and emails are sent out over the list serv with the most up to date information. Reimbursement for Smart Schools continues to be worked on and should open to the field in the next few weeks.
- Test Scoring team is in regular communication with NYSED and provides communications to and support for the procedures districts must follow to transition to CBT.
- Both support and technical team participation in the weekly CBT calls and will continue to provide information to the field.
- Released 3-8 Common Data views ELA on May 20th and Math on June 3rd.
- District Data Coordinator meetings and training dates are published and have begun for the year
- WNYRIC team is participating in various training and webinar opportunities with statewide RIC team

Standards Committee Minutes and Resolutions (Jan Mathis):

- Membership changes – Dave Kajdasz – Erie 1 BOCES, Frank Rizzo, Erie 1 School Rep – Alden
- Standards Committee recommendation of a Proof of Concept performed by 2 separate district from 2 separate BOCES for Communications Equipment and VoIP was approved by Advisory Council but there was additional conversation. The Advisory Council felt it would be difficult to get 2 districts from 2 separate BOCES. Standards Committee has concern of support issues from Senior WAN staff.

Most conversations of recommending new equipment is usually discussed at districts technology meetings. New recommendation could be to require districts to demo POC results for Standards Committee. Also have the WAN team evaluate and report findings back to committee as well. Ron LaVere made a motion to revise statement on Standards List for categories 13. Communications Equipment and 14. VoIP to read:

Communication Equipment and VoIP categories will require a Proof of Concept conducted by the district and findings will be reviewed and discussed with Standards. Also will require the WAN/VoIP Team Leaders report their findings to the committee as well.

Installation of the new Time Warner network equipment is completely installed at all districts. Discussions for future planning have already begun. One of the items on the list is plan for moving districts from 1GB to 10GB. Kyle Lyon will be in charge for the Sr. WAN staff and the broadband infrastructure. Will Westoven will over-see firewalls and all security aspects. Most districts were cutover to new filtering rockets. Will begin future planning of replacing firewalls. More discussion will be reported to this committee from Kyle Lyon and Will Westoven. Kyle will request that Will W. invite and involve others in demos/discussions.

Below are three (3) recommendations from the WNYRIC Standards Committee meeting held on August 24, 2016 for WNYRIC Advisory Council action:

Motion 1: Ron LaVere made a nomination for Dave Kajdasz to be Vice Chairperson for

the Standards Committee. Seconded by: Mike Murphy Vote results: 9 yes/0 no (unanimous)

Motion 2: Ron LaVere made a motion to revise statement on Standards List for categories 13. Communications Equipment and 14. VoIP to read:

☐ *Communication Equipment and VoIP categories will require a Proof of Concept conducted by the district and findings will be reviewed and discussed with Standards. Also will require the WAN/VoIP Team Leaders report their findings to the committee as well.*

Seconded by: Mike Murphy Vote results: 9 yes/0 no (unanimous)

Motion 3: Ron Lavere made a motion to make the below referenced changes to the

Standards List:1. **Computers:**☐ Remove Nexlink from Sub Category A 6. **Printers:**☐ 3D Printers:

o Update bid number☐ High Speed Network Digital: o Need to update bid numbers and include a link to bid

listo Remove Oce'o Remove Xerox8 **Software**☐ Under sub category C. Desktop Image Protection:

o Remove Clean Slate, Fool Proof, Fortress 101o For Deep Freeze and ZenWorks, remove NNI from comment

section☐ Under sub category E. Malware Protectiono Change Forefront Endpoint Protection to Microsoft

Endpoint Protection☐ 9B Server SAN: o Dell/Equallogic Storage Solutions will need to be reviewed next

meeting after Jan has additional internal discussions.☐ 13. Communications Equipment:

o Under sub category A. Routers/Switches change Avaya-Nortel Systems to Avaya Systems and remove

comment. Seconded by: Rob Morgan Vote results: 9 yes/0 no (unanimous)

Advisory Council approval at this time. Motion to approve the (3) recommendations motion by Dr. Clark Godshall, seconded by Maria Sommerfeldt. The motion carried unanimously (24 yes/0 no/1 abstain)

Informational update:

- **Service Presentation dates**

CA BOCES – January 26th

Erie 1 BOCES – January 10th

Erie 2 BOCES – January 20th

GST BOCES – January 26th

O/N BOCES – January 19th

- **Security Service – Will Westoven**

➤ Enhanced Cybersecurity Service flyer was handed out. This service utilized industry standard best practices to exceed mandated compliance and NYS Auditing guidelines. The WNYRIC would prepare the district for NYS Comptroller audits by utilizing technologies and designs that exceed their recommendations

➤ The question was raised that WNYRIC would like 2 to 4 volunteer districts from each BOCES to assist with going through this process

➤ This service will not go into effect till next year

➤ Cost is still being determined

- **Meeting dates for 16-17:**

- December 8

- March 30

- May 26

- **Upcoming dates:**

October 21 – Tech Fest

April 18 – Digital Wave – Karen Cuddy-Miller and Michelle Okal-Frink are co-chairs of this event

Round table with each region- Greg asked if there were any questions/issues from each area:

- GST - none
- CA-none
- ON-TEMS Service put on next agenda
- Erie 2-none
- Erie 1-none

Motion to adjourn meeting at 2:05 p.m. by Karen Cuddy-Miller seconded by Dr. Lynn Fusco
Respectfully submitted by: Pat Hochadel